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FILE *Training* 3  
89 JUN 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Support Directorate Seminar (Problem Solving)

REFERENCE : Memo dtd 11 Jun 69 to all DDS Office Heads fr DDS,  
same subject

1. This memorandum is for information only.

2. Attached, in outline form, are the problems as requested in referent memorandum for consideration for use in the subject seminar. Additionally, the Office of Logistics outline format and the instructions for the format (which were sent to OL Divisions and Staffs for input guidance) are attached for your convenience.

25X1 3. If members of your Staff require additional details on the problems submitted, [ ] Planning Staff, OL, extension [ ] has been designated OL action officer for this project. 25X

[ ]  
George D. Merlon  
Director of Logistics 25X

2 Atts:

Att 1: Problems

Att 2: OL outline format and instructions

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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Approved For Release 2003/05/05 : CIA-RDP84-00780R003100140034-8

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SUPPORT DIRECTORATE SEMINAR PROBLEM

Manual Preparation of Personal Services Schedules, Annual Office Estimates

The annual Office Estimate submittal to O/PPB includes projection, computation, and tabulation of costs for the Personal Services Schedules. Manual preparation of the detail for these schedules requires approximately 200 man-hours within OL and, it is assumed, proportional amounts of time within other Agency components.

- A. Associated sub-problems: N/A
- B. Problem parameters: Preparation of annual Personal Services Schedules, Headquarters Office level components
- C. Date of origination or recognition of problem: N/A
- D. Mandatory or desirable solution date: None established
- E. Previous studies or reports: None
- F. Cost data available: Yes
- G. Statistical data available: Yes
- H. Other pertinent documentation available: Yes
- I. Other factors not covered above: None

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SUPPORT DIRECTORATE SEMINAR PROBLEM

Modification of Existing Financial Reports to Include Property Requisitioning Authority (PRA) Data

All Office level components are required by regulation to maintain PRA status records. Currently, PRA records are maintained manually; however, full implementation of the SIPS program will provide automated recordkeeping. It is proposed that existing automated financial reports be modified to include PRA data in order to provide interim reduction of manual recordkeeping.

- A. Associated sub-problems: None
- B. Problem parameters: PRA records status at Office level in the Headquarters area
- C. Date of origination or recognition of problem: Indeterminate (long-standing)
- D. Mandatory or desirable solution date: Prior to SIPS implementation
- E. Previous studies or reports: Yes (including an Employee Suggestion)
- F. Cost data available: Yes
- G. Statistical data available: Yes
- H. Other pertinent documentation available: Yes
- I. Other factors not covered above: None

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SUPPORT DIRECTORATE SEMINAR PROBLEM

Non-Uniform Secure Filing Equipment

Current specifications for secure filing equipment used by the Agency primarily establish performance parameters. The lack of rigid dimension and component specifications (with corresponding diversity between manufacturers) creates problems in maintenance of spare parts inventories and training of maintenance personnel.

- A. Associated sub-problems:
  - 1. Patent infringement
  - 2. Competitive procurement
- B. Problem parameters: Secure filing equipment procured by the Agency in CONUS
- C. Date of origination or recognition of problem: Not established (long-standing)
- D. Mandatory or desirable solution date: Earliest practicable date
- E. Previous studies or reports: No
- F. Cost data available: Yes
- G. Statistical data available: Yes
- H. Other pertinent documentation available: Yes
- I. Other factors not covered above: None

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SUPPORT DIRECTORATE SEMINAR PROBLEM

Reduction of Yearend Spending

Agency expenditures in the last fiscal quarter approach 50 percent of total expenditures for the fiscal year resulting in uneven workloads, potential failure to obligate funds which may be lost, and a potential for cost-ineffective procurements.

- A. Associated sub-problems: Funds for design or construction are frequently obligated through other Federal agencies, requiring substantial leadtime for effective and efficient commitment.
- B. Problem parameters: Other component fiscal year fund commitments in Headquarters through OL.
- C. Date of origination or recognition of problem: Not established (long-standing)
- D. Mandatory or desirable solution date: As soon as possible
- E. Previous studies or reports: Yes
- F. Cost data available: Yes
- G. Statistical data available: Yes
- H. Other pertinent documentation available: Yes
- I. Other factors not covered above: None

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SUPPORT DIRECTORATE SEMINAR PROBLEM

Automatic Data Processing (ADP) Systems, DD/S

It is considered that the overall ADP effort within the Support Directorate requires identification and documentation of responsibilities and establishment of procedures for formal and informal communication among components.

A. Associated sub-problems:

1. Documented definition of responsibilities and relationships among ADP working elements (by organization charts, mission statements, job descriptions);
  - a. SIPS/OCS/user
  - b. Systems analyst/customer
  - c. SIPS/customer
2. Formal and frequent communication among system analysts, system designers, and customers;
3. Periodic, documented update of systems development status;
4. Guidance to customers regarding capabilities and limitations of Agency ADP and communications systems.

B. Problem parameters: ADP associated problems within CONUS

C. Date of origination or recognition of problem: 1964

D. Mandatory or desirable solution date: 1969

E. Previous studies or reports: N/A

F. Cost data available: N/A

G. Statistical data available: N/A

H. Other pertinent documentation available: Yes

I. Other factors not covered above: N/A

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SUPPORT DIRECTORATE SEMINAR PROBLEM

Employee Commercial Parking

Commercial parking only is available to Agency employees assigned to many Metropolitan Washington area offices other than the Langley Headquarters Building; the largest concentration of these employees being in the Rosslyn area. The current high monthly parking rates and steady past and projected escalation of parking costs present a significant employee morale problem to the Agency as well as extensive out-of-pocket costs to individual Agency employees.

- A. Associated sub-problems: N/A
- B. Problem parameters: Agency staff employees in the Metropolitan Washington area
- C. Date of origination or recognition of problem: 1964
- D. Mandatory or desirable solution date: ASAP
- E. Previous studies or reports: 4
- F. Cost data available: Yes
- G. Statistical data available: Yes
- H. Other pertinent documentation available: Yes
- I. Other factors not covered above: N/A



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SUPPORT DIRECTORATE - PROBLEM SOLVING

OL OUTLINE FORMAT

- I. Statement of Problem
  - A. Associated Sub-problems
  - B. Problem parameters
  - C. Date of origination or recognition of problem
  - D. Mandatory or desirable solution date
  - E. Previous studies or reports
    1. Number
  - F. Cost data available
  - G. Statistical data available
  - H. Other pertinent documentation available
  - I. Other factors not covered above

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SUPPORT DIRECTORATE SEMINAR - PROBLEM SOLVING

OL OUTLINE FORMAT

INSTRUCTION SHEET

1. The purpose of providing an OL outline format is to achieve, to the degree possible, uniformity in the OL submissions to the DDS. For the initial submission of problems brevity is desirable; more detailed information will be required for problems selected for use in the seminar.
2. Specific guidelines for individual headings in the attached outline are as follows:
  - a. I. Statement of Problem: A concise, one or two sentence, statement in prose of the overall problem.
  - b. A. Associated sub-problems: List of brief statements of smaller individual problems, if any, comprising the whole or required for clarity.
  - c. B. Problem parameters: Statement of limits to the scope of problem submitted (e.g., DDS only, CONUS only, contract employees only, etc.).
  - d. E. Previous studies or reports: Yes or no answer only with number included in E.1. if answer is affirmative.
  - e. F. Cost data available: Yes or no only.
  - f. G. Statistical data available: Yes or no only.
  - g. H. Other pertinent documentation: Yes or no only. Typical "other documentation" would be cable or dispatch files, memo files, TO's, organization charts, job descriptions, LI's, etc.
  - h. I. Other factors not covered above: This heading to be used for any data or information required for clarity which does not fit into the outline format provided.
3. Questions on use of the outline format should be directed to  extension  Non-applicable headings in the outline should be completed with N/A.

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